

St. Paul Boulevard Fire District
Minutes of the 1239th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
April 28, 2025

The meeting was called to order at 5:00 PM by Chairperson Skelton.

Attendance:

DRAFT

Chairperson Skelton, Commissioner Wise, Commissioner Weaver, Secretary/ Treasurer Zubrzycki, Chief Stavalone, Asst. Business Manager Ben Skelton, and Battalion Chief Warth, and Lieutenant MTO O'Neal.

Excused: Commissioner Shafer, Commissioner Gartland, Deputy Treasurer Sienkiewicz.

Pledge: The pledge of allegiance was led by Commissioner Wise.

Public Appearances: None.

Moment of Silence: A moment of silence was held in memory of all past members of the St. Paul Blvd. Fire District.

Prior Minutes:

The minutes of March 31, 2025, meetings have been distributed previously and are in the Board members' folders. Chairperson Skelton moved to dispense with the reading of the minutes and asked if the Board members had sufficient time to review the minutes prior to tonight. All members responded affirmatively. Chairperson Skelton asked for a motion to approve the minutes. A motion was made by Commissioner Weaver and second by Commissioner Wise to approve the minutes of March 31, 2025. This motion was carried 3-0.

Correspondence and Petitions:

Incoming:

- Received from Irondequoit Fire District Chief Metcalfe expressing appreciation for the use of St. Paul Boulevard Fire District's Fire Apparatus 150 during their process of evaluating options to add to their fleet.

Outgoing:

- No report.

Chief's Report:

Chief Stavalone reported on the following items:

- 644 calls to date. A Portable Radio Policy was presented by Battalion Chief Warth to designate the distributing, care, maintenance and purchasing of said portable radios. Battalion Chief Warth asked for a motion to approve this policy. A motion was made by Commissioner Wise and second by Commissioner Weaver. This motion was passed 3-0. Cancer screenings for the department have been scheduled for the dates September 1, 2025 through September 5, 2025. A letter will be sent out to the department to gauge interest in these screenings. A service agreement will be signed and will outline the process as well as the work to be done for the cancer screenings. Chief Stavalone asked

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for a motion to approve the sending of four firefighters to out of state training for the duration of one day and one night. The expenses for this trip will come out of the department's conference budget. A motion was made by Commissioner Wise and second by Commissioner Weaver. Lieutenant MTO O'Neal presented his training report, which included MASS Confidence training and forcible entry training, with firefighters logging over 325 hours. Volunteer ride time has been well received, with over 653 engine ride time hours being logged. St. Paul will travel to Irondequoit Fire District and Webster Fire District for MASS Confidence training next month. Additionally, St. Paul will meet with Barnard Fire Department to attain familiarity with the department and its members. It was noted that there is a Level 3 storm warning the following day, April 29th, and in response will possibly have a call for manpower if necessary.

Report of the Attorney: No Report.

Report of Secretary: No Report

Communications & Information Technology: No Report.

Apparatus, Equipment & Insurance:

Commissioner Wise reported on the following items:

- Apparatus bills have been reviewed and signed for approval to move forward with the \$25,000 outfitting for the new Chief Vehicle, as it has now arrived. Commissioner Wise has begun the process of exploring replacing the current rescue apparatus for a smaller apparatus. To aid in the process of researching different apparatus options, Commissioner Wise will be attending a conference in Hershey, PA to do so. Commissioner Wise will also be meeting with crews to ascertain a clearer concept of what they would appreciate in said new apparatus and will inquire into forming a committee for more streamlined concepts.

Personnel: No Report.

Strategic and Long-Term Planning and Research: No Report

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Building & Grounds:

Commissioner Weaver reported on the following items.

- The Fire House drains are to be snaked to alleviate blockages. Potholes in the parking lot are to be inspected by the Town of Irondequoit to determine an appropriate modality of repair.

Building Master Plan and Long-Term Planning:

Commissioner Gartland reported on the following items.

- Secretary/Treasurer Zubrzycki, Chief Stavalone, Chairperson Skelton, Commissioner Gartland met with BPD Municipal Financing for an initial consultation. The committee will present various funding scenarios and bond options in the near future. This will allow the board to determine an appropriate borrowing amount to fund the project. The questionnaire issued to department members to gain insight into improvements that can be made during the design and building of the future firehouse has been well received and insightful and will guide in the needs analysis for the design process. Passero Associates is working on a client agreement to send to the board and will be meeting soon to move forward with the project. Passero has recommended that the district engage a construction manager for the project. Passero has worked with Christa Construction on numerous occasions and speaks highly of their work. Commissioner Gartland intends to present a formal proposal to hire Christa Construction at the May Commission meeting.

Reading of the Bills:

Treasurer Zubrzycki presented abstract #7 and abstract #8 to be approved for payment (copy filed with these minutes).

The total expenses for the month were \$313,120.22. Notable expenses for this month to bring to the Board's attention were \$24,437.38 to EV Warning Systems LLC for the outfitting costs of the new chief's vehicle 157 and \$19,351.65 to Witmer Public Safety for fire gear.

The Treasurer also reviewed the income revenue for the month which totaled \$38,758.15 which included \$4,371.00 from the auto insurance refund, due to the removing of apparatus from policy. Also \$11,917.59 revenue from NYS CD investments, as well as \$22,219.56 from the T-Mobile Cell Tower Rental.

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After a review of the abstracts by the Treasurer and with the Board's review, a motion by Commissioner Weaver and seconded by Commissioner Wise to approve the bills after proper auditing by the Board was carried 3-0.

Old Business

- NYSLRS Gold Certification Conversion is being finalized.
- The Final LOSAP Points Report for 2024 has been completed. Secretary/Treasurer Zubrzycki requested a motion to approve said LOSAP Report. A motion was made by Commissioner Wise and seconded by Commissioner Weaver.

New Business:

- 90-day CD investments are being utilized.
- 30-day CD investments from Canandaigua National Bank are paying lower than normal.
- Operating funds are being transferred from NY Class to NY Munitrust to capitalize on a higher interest rate.
- Workers' comp 5-year claim history has been presented and reviewed, only 8 claims in total were made during that time period.
- All vehicles will be getting license plates if not currently fitted with them.

Executive Session: There was no executive session held.

Adjournment:

There being no further business, the April 28, 2025, meeting was moved for adjournment by Commissioner Wise and second by Commissioner Weaver at 5:35 pm. Motion was carried 3-0.

Respectfully submitted,
Ben Skelton
Asst. Business Manager